



2014 Agricultural Chemical and Household Hazardous Waste Clean Sweep Collection Grants Wisconsin Department of Agriculture, Trade and Consumer Protection

Final Report Guidelines

Key Points

- The final report guidelines apply to both Agricultural Chemical and Household Hazardous Waste collection grants.
- Clean Sweep coordinators must submit a final report to the Department of Agriculture, Trade, and Consumer Protection (DATCP) **within 60 days of project completion. If you cannot meet this deadline, please contact me. We cannot process your grant payment until we receive and approve your Final Report.**
- Incomplete reports will cause a delay in evaluation and reimbursement. Coordinators may be asked to amend or modify report sections if necessary.
- You may mail, email or fax your final report to:
Jane Larson, DATCP
Wisconsin Clean Sweep Program
PO Box 8911
Madison WI 53708-8911
Email: DATCPCSWP@wisconsin.gov
Fax: 608-224-4656

Reminder Definition: A clean sweep project that collects chemical waste on three days or fewer in a calendar year is considered *temporary*. A project that collects chemical waste on four days or more in a calendar year is considered *continuous*.

Recommended Process

Before beginning your *Final Report*, gather all invoices and financial documents, then review and complete all worksheets required for the particular grant.

Your final report will consist of three key items:

- Written project evaluation
- Summary sheet of collected waste(s)
- Expenses/project cost sheet including the waste contractor invoice(s).

A Note About Large Collections: some clean sweep events have large numbers of participants and large amounts of collected waste but the Clean Sweep grant covers just a small portion of the total costs. If you've previously submitted information on just a portion of the overall project for which you use the grant, *if you can*, please include information on the **entire event** – all participants, all wastes collected, all costs, etc. Contact me if you have questions.

Written Project Evaluation

You don't have to write volumes. Basically, I want to know how your collection(s) went, successes, failures, observations, what was collected and how much it cost. Use the following as a guide.

A.) Project Overview: Give a brief description of your project (multiple collection events, a permanent collection site, one-day event, a combination of permanent site and satellite events, etc.) Include dates, times and location information or you can include and reference promotional materials with this information.

B.) Participation: Summarize program participation by grant type: HHW and/or Ag. You can reference the Waste Summary Sheet in this section. For each grant, describe the following items *if known*: number of participants, types of participants, (e.g. active vs. abandoned farms, rural vs. urban residents). If participant surveys were done, please provide a summary of the results. Did the collection meet your expectations in terms of participant interest or attendance? Why or why not? What may have contributed to the success or less than success?

VSQG services: Provide a brief overview of your business collection performance if you collected waste from VSQGs. Provide information on the number of businesses that used program services and whether they received a DATCP subsidy or not. When possible, explain the business turnout be it poor or good. Note that the *Ag Qualification Form* (or your own form) must accompany all VSQGs who received the DATCP subsidy. Waste contractors and/or municipalities may use a spreadsheet to track VSQG participation and payments for disposal costs. Please submit a copy of the spreadsheet if available.

C.) Public Information Program: Provide a statement about the public information program used to inform the public and target audiences about your clean sweep. You can address both grant types with this section. If any special or community-wide events were held in association with the clean sweep, (e.g. mercury thermometer exchange, city-wide cleanup day, an unwanted drug collection), comment on the impact of these events in terms of attendance. *You may include examples of posters, advertisements or text for radio ads.* **What efforts did you take, if any, to provide information to the public on reducing their amount of hazardous waste used?**

D.) Project Evaluation: Evaluate the project from start to finish. Your evaluation should cover items such as:

- Did your 2014 collection program meet expectations or goals?
- Did your waste contractor's service and support meet expectations?
- What worked well and what didn't?
- Assuming you want to continue offering collection services, what changes will you consider making for the future?
- Are you considering joining with other municipalities? Or, is it more likely that your municipality will continue to work independently or remain with current partnerships?
- What administrative, technical, or educational things can DATCP do to better serve your future needs?
- Describe how you measure success for your collection.

E.) Waste Summary: If waste amounts were above or below expectations, what factors may have accounted for this? (Satellite site use, new people using program, a number of large drop-offs, too many previous collections?) Any collection day observations of old or unique wastes are always appreciated.

Include the completed **Waste Summary Sheet – ARM-ACM-360**. Amounts collected for ag and household can be listed on the same *Waste Summary Sheet*. **Change for 2014 – I'm requesting the DATCP Ag Subsidy waste be broken out from business waste if possible.** I believe it is more accurate to report ag waste separately from VSQG waste.

1.) For Ag Grants:

- Submit any completed **Ag Subsidy Qualification forms (ARM-ACM-508)**
- Submit a **cancelled/banned chemical list**. The lists are usually created by the waste contractor and track the amounts collected of items such as 2,4,5-T; 2,4,5-TP (Silvex); 2,4-D; aldicarb, atrazine, arsenic, chlordane, creosote, DDT family. A copy is available on the [website](#).
- VSQG spreadsheet from waste contractor showing disposal costs and payments by businesses *not* receiving DATCP subsidy.

2.) For HHW Grants:

- Sometimes household collections will accept business waste. Note this on your summary sheet if you did and provide information on the businesses' disposal costs if available.

F.) Expenses/Project Costs: There are two required items to include in this section and the forms can be used for both Ag and HHW grants:

- **Match Documentation and Expense Reimbursement Form (ARM-ACM-389)**
- **Waste Contractor Invoice(s)**

You don't have to submit all project related invoices, except the waste contractor. If you have an unusual expense, send the invoice as an explanation.

If the amounts of labor or local expenses are greater than the space provided on *ARM-ACM-389*, optional worksheets are available to list these costs. You may submit your own spreadsheets or worksheets as well.

- **Optional In-kind Labor Worksheet (ARM-ACM-392)** available on [website](#).
- **Optional Local Expense Worksheet (ARM-ACM-395)** available on [website](#).

Transfer Funds: For counties with both Ag and HHW Grants and you transferred up to 50% of the funds from the Ag to HHW grant or vice versa, you must report the transfer circumstances. Include a statement on the transfer amount and the circumstances leading to the transfer. If the transfer created any problems, they should be reported. You can do this in the written report or record additional information on the expense reimbursement form (*ARM-ACM-389*).

Questions? Contact Jane Larson at 608-224-4545 or email jane.larson@wisconsin.gov.